

General logistic conditions



VDL VDS Technische Industrie B.V.

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Version	Date	Modification	Person
1.0	30-03-2017	Introduction	WL
2.0	10-05-2017	Change from 'Supplier Terms VDL VDS' to 'General Logistics Agreement'	WL
3.0	31-10-2018	Completely Revised	WL
3.1	21-11-2019	Language Added	SB
4.0	08-06-2023	Completely Revised	WL

Introduction

This document is intended for anyone who has an impact on or is responsible for deliveries to VDL VDS Technische Industrie bv.

This Logistics Agreement is a document associated with purchase orders. In this document, the requirements and responsibilities are outlined for the day-to-day operations related to deliveries to VDL VDS Technische Industrie B.V.

Wouter Lauwers
Logistics and Purchasing Manager
VDL VDS Technische Industrie bv



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1. Purchase Order



VDL VDS TECHNISCHE INDUSTRIE

Inkoop order

Order naar:	Datum	: 18/09/2023
	Inkoopordernr.	: 4500067773
	Levervoorwaarden	: DdP
	Betalingsvoorwaarden	: 30 dagen na einde maand

Verzenden naar:	Factuur naar:
VDL VDS Techn Indst B.V. Industrieweg 29 5527 AJ Hapert Nederland	VDL VDS Technische Industrie bv Postbus 62 5527 ZH Hapert Nederland

Aflever tijd	Details	Kwaliteit	Prijs
Ordernummer 2023-15298-1/25304/890	<i>Materiaal</i> Mat code : Artikel :	15.000,00 KG	364,60 € per 1.000
Week: 2024-10	Beschrijving : Dimensie : Verpakking methode :		

Every order sent by VDL VDS is processed through a Purchase Order. This Purchase order may include one or multiple individual orders and provides information about these orders.

Each order is assigned a unique purchase order number that starts with the 45000xxxxx followed by a five-digit number. This number is prominently displayed on the top right corner of the Purchase Order. An order can consist of multiple line items, each with its own order number. These Order numbers starts with the year followed by an unique 5 digit number(e.g. 2023-15298).

For each order number, the supplier is required to send an order confirmation that includes at least the price, quantity, and delivery date. The purchase order number should also be clearly stated on the order confirmation.

1.1 Language

Orders are sent in either English or Dutch. Additionally, suppliers must have the capability to communicate effectively in English and/or Dutch at all times.

2. Delivery instructions

All products must be delivered FIFO and in the correct order. Because most products are for the automotive industry, traceability must be preserved. If FIFO is not used, the traceability of products can no longer be guaranteed.

To ensure that orders between VDL VDS and suppliers are the same, order quantities should not be exceeded (up to a maximum of 5%).

If, due to circumstances, an order is exceeded by more than 5%, the supplier must inform VDL VDS of this. If less is delivered, for example due to failure, VDL VDS must always be informed.

2.1 Collection / delivery

When VDL VDS comes to collect products, the supplier must ensure that they, together with the papers, are ready on time. If there is no fixed transport, VDL VDS must be informed before 11:00 am on the working day before collection about what is ready. It is important that the volume, weight, number of pallets and materials/products of the shipment are communicated.

These details should always be communicated to : Expeditie@vdlvds.nl and Purchase@vdlvds.nl

Delivery must be made within the times stated below, unless otherwise agreed with VDL VDS.

Expedition opening hours:

Mon - Thu	7:30 – 16:00 hour
Friday	7:30 – 14:30 hour
Break	12:30 – 13:00 hour

Expedition Adress:

Handelsweg 2
5527 AL, Hapert
The Netherlands

For unloading of steel (coils and sheets), drivers can report directly to Door 12.

2.2 Delivery time

For the delivery of the order, the supplier shall adhere to the date on the purchase order, unless the Forecast and/or Follow up lists specify otherwise, in which case these shall be leading. If 'delivery at buyers request' is stated on the purchase order, the material may only be delivered after a call off from VDL VDS.

Watch out!

It is your responsibility to inform VDL VDS in a timely manner, so that immediate steps can be taken in the following cases:

- If no forecast has been received;
- If the requested quantities and or delivery time cannot be met;
- If (possibly) incorrect parts have been sent or incorrectly packaged.

If the supplier fails to deliver on time, the resulting additional costs will be charged to the supplier. This may include additional changeover/setup costs, transport costs and downtime, etc.

2.3 Rest packaging

If an order is not sufficient for a full pallet, the pallet must be delivered as a remainder, unless otherwise stated. When a pallet is combined, this must be clearly stated on the packing slip and on the label as "combined load". A pallet (or other packaging unit) may weigh a maximum of 600 kg unless otherwise specified.

If a container or box is not full, this packaging must indicate with a sticker that it is a "Rest container" and the number of items in the container must be clearly stated.

3. Packing slips and invoicing

All deliveries must be provided with a packing slip which must contain the following information.

Required:

- Product number
- VDL VDS Purchase order number and order number
- Total amount of pieces (per product)

Expressly requested:

- Packaging code/description (appendix A)
- Total number of products per package
- Number of packages
- Partial delivery/final delivery

3.1 Original Packing slip

The original packing slip must be given with the driver and the packing slip must preferably be digitally forwarded to deliverynote@vdlvds.nl at the same time as the truck leaves

If carriers work 'paperless' and the packing slips do not (always) arrive at VDL VDS, they must be attached to the shipment. In consultation with VDL VDS can be decided that the packing slips need to be handled differently.

3.2 Invoicing

The invoice should be sent digitally to Invoice@vdlvds.nl.

Each invoice should be sent separately with a reference to the Purchase order number which starts with 45000xxxx and should be in a fixed place on the invoice. Preferably as few collective invoices as possible.

It is important that the information on the invoice corresponds exactly with the quantities on the packing note. There should therefore be a clear link between the packing note and the invoice and the packing slip number should be a unique number for each delivery.

For more information on invoicing and payment, please refer to the general terms and conditions of purchase.

3.3 EDI messages

As a supplier of VDL VDS, it is expected that packing slips will eventually be sent digitally by EDI (Electronic Data Interchange), as well as invoices. Please contact purchasing for more details as this is still under development and VDL VDS doesn't have the possibility for EDI with suppliers at the moment.

4. Packaging and labels

In order to process the goods as efficiently as possible upon arrival, the packaging and products must meet strict standards. Below, the packaging instructions are discussed first and then the labels.

4.1 Packaging instruction

The products must be delivered in the correct packaging and in the correct quantities. The packaging instructions can be requested from the Purchasing department. If no additional packaging instructions are available, the packaging as described on the purchase order can be used.

If products are not delivered in the correct packaging by VDL VDS, additional packaging will be provided. The products can then be packed in the correct packaging after treatment. If the correct packaging is no longer in stock at the supplier, this must be ordered in time using the appropriate forms. In consultation with VDL VDS, alternative packaging can be used.

4.2 Packaging of (strip)steel

Usually 3 possible packaging methods are indicated when ordering (strip) steel, namely:

- On pallet: Packing steel sheets on a pallet/beams, secured with steel strapping.
- Eye to the sky: coils on a pallet (consisting of at least 4 beams) with wooden slats between the rolls of at least 7 cm so that each roll can be picked up separately from the pallet. Secure the whole package of coils with steel straps.
- Eye to the wall: standing coils, tightly rolled up and secured with sufficient steel strapping.

4.3 Quality and safety

The supplier must be sure that the packaging is not damaged before shipping. The packaging must ensure that the parts are delivered in the correct quality, which is why the supplier may never deliver in damaged packaging.

If the packaging instruction causes (potential) danger to quality and/or safety, the purchasing department at VDL VDS must be contacted immediately.

In addition, pallets should be properly stacked in the truck during transport and (depending on the type of goods) the load will need to be secured so that pallets cannot be damaged and/or fall during transport.

4.4 Third party waste

No excess packaging material may be used to protect the environment. This could include plastic foil around a pallet with a pallet collar. Appendix A lists the requirements that the packaging must meet.

Preferably, multi-way packaging is used in a packaging pool where balances are tracked and reconciled.

4.5 Labels

Each pallet or coil should be labelled with one A5 size label which is attached to the front of the pallet. The label must be clearly printed and should contain the following information:

Required:

- Product number
- Number / weight
- Traceability code (if applicable)

Expressly requested:

- Weight
- Production date
- Residual pallet
- Correct colour identification (if applicable)

All other labels must be removed from the pallet. The only exception to this are additional labels commissioned by VDL VDS quality control. Labels should not be under a binding strap.

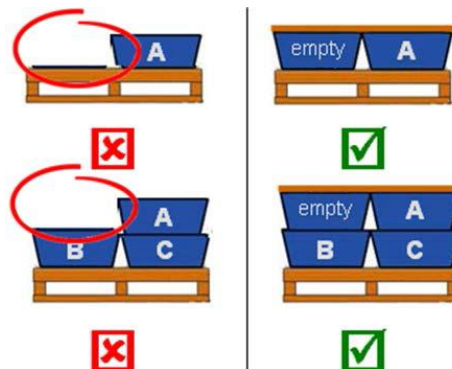


4.6 Composite packaging

If at least one full layer of packaging material must be supplied, it may not contain any other parts.

All part numbers where the number of packaging materials is less than one full layer may be combined on a pallet, being a 'Mixed load'.

All pallets with bins where the top layer is not full must be supplemented with empty bins, so that the pallet can be stacked again. An "Empty box" sticker must be placed on the empty containers as shown in the image below.



4.7 Strapping of pallets

All pallets (with the exception of steel coils or sheets) must be secured for transport with polyester strapping and the usage of buckles is not allowed. For safety reasons, steel strapping is not permitted due to potential danger when cutting/removing the strap.

The binding tape must not be tightened so hard that it damages the packaging or products and the barcodes must be clearly legible.

Pallets with boxes must have corner pieces under the strap to protect the boxes. Packaging such as the gitterbox must be able to be closed properly.

→ Checklist:

- Are all labels clearly legible?
- Are there no staples on the barcodes?
- Are there no binding straps over the barcodes?
- Is there only one label on the packaging?

4.8 ODETTE standard

In time, the requirements regarding labelling will be tightened up.

Each packaging unit must be provided with an individual label and the packaging as a whole must be provided with a Master label that clearly shows how many packaging materials are present on the pallet in question..

The labels will have to comply with ODETTE and GALIA standards:

- OTL.3 (possibly ETI.9 Label) only for packaging where the space is less than 150 mm;
- OTL.1 (possibly ETI.1) for all other packaging.

(Specifications are determined by ODETTE (www.odette.org)).

5. Empty packaging

In the event of a shortage or surplus of packaging, the VDL VDS shipping department must be contacted. These shortages and surpluses may arise because products have to be delivered in different packaging or quantities than the ones in which the supplier receives them.

In case of complaints (e.g. counting differences, damage), the supplier will send photos with a brief description and reference to the order.

5.1 Aligning balances

The supplier keeps track of the balance of the packaging used between the supplier and VDL VDS. The Packaging Manager of VDL VDS must receive a monthly balance sheet and checks it for errors.

If agreed, the balance will be adjusted.

5.2 Listing on consignment note/CMR

It is important that the Consignment note/CMR is provided with correct information regarding packaging in order to register movements. With unclear entries such as 'full freight', no receipt will be booked at VDL VDS for this delivery. As a result, the balances will not change for the supplier.

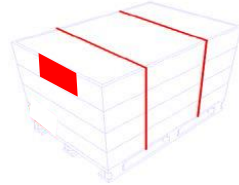
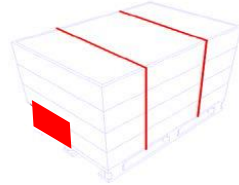
5.3 Ordering of packaging and other supplies

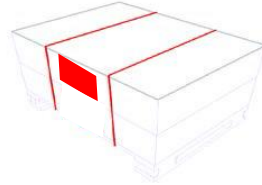
Packaging can be ordered weekly from VDL VDS using a standard form so that it can be prepared for shipping.

Any requested and required packaging/material shall be sent by VDL VDS within one week, at no extra cost to the supplier, if ordered on time. If insufficient packaging is available at VDL VDS, alternative packaging will be agreed in consultation with the production planning. If the order is placed too late, any extra costs (e.g. extra transport, repackaging) shall be charged to the supplier.

Appendix A: Packaging requirements and label position

All packaging materials must be in good quality and no products may protrude beyond the packaging.
The following regulations apply to the location of the label:

Description	Example
<p><u>Pallets with add-on edges</u> Label: In a sticky bag on the top edge in the middle of the short side of the pallet.</p> <p>Strapping: 2 straps across the pallet.</p> <p><i>For pallets of 1200*800 mm and larger.</i></p>	
<p><u>Pallets with trays/boxes:</u> Label: In a sticky bag on the bottom tray/box in the middle of the short side of the pallet.</p> <p>Strapping: 2 straps across the pallet, unless the pallet is no longer stackable because of the lid. In that case, 2 straps in the length of the pallet.</p> <p><i>For pallets of 1200*800 mm and larger</i></p>	

Description	Example
<p><u>Pallets (small) with add-on edges:</u> Label: In a sticky bag on the top edge in the middle of the long side of the pallet.</p> <p>Strapping: 2 straps around the pallet in the direction of travel.</p> <p><i>For 'small' pallets of 800*600 mm.</i></p>	
<p><u>Pallets (small) with bins/boxes:</u> Label: In a sticky bag on the bottom tray/box in the middle of the long side of the pallet.</p> <p>Strapping: 2 straps around the pallet in the direction of travel.</p> <p><i>For 'small' pallets of 800*600 mm.</i></p>	